

PART 5

**STOCK NUMBER
REVIEW**

(CLEANUP WORK)

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5-1. **OBJECTIVE.** This process is to make sure stored F&E materiel does not become obsolete/unrequired, and is held for valid F&E projects only.

5-2. **INITIATING THE REVIEW.** Each January, AFZ-500 provides the regions with a report from PMMS showing potential excess F&E materiel for regional review and verification. This report is based on materiel being on-hand at the FAALC on projects (PSRs) with start dates at least 4 years old.

5-3. **REGIONAL PROJECT/ITEM REVIEW.**

a. F&E project materiel managers (with the IC project managers) review the report to determine:

- If project start dates are valid
- if there is still a need for the item(s)

b. Based on information provided by the IC project manager, the F&E project materiel manager either:

- Updates invalid start dates
- Requisitions any required materiel still on the PSR
- Requests the IPT delete unrequired materiel and close the PSR

c. Regions have 60 days to complete this process. Any materiel remaining on PSRs that have not had their start dates updated is turned over to the WIM for processing.

d. The F&E project materiel managers and the project engineers also annually review items in MC "3," unassigned project materiel, transferring any unrequired items residing in this MC for more than 12 months to the LIS USD module.

5-4. IPT REQUIREMENTS REVIEW. Once the regional activity is completed, the WIMs will delete any remaining materiel requirements from "old" projects. This action triggers PMMS to move the materiel to an "unassigned" status. Materiel designated as unassigned is then made available to other IPTs in case there may be a need for the materiel on another project. If there is, the materiel is reassigned to the new project by the WIM. WIMs have 45 days to complete their review. After this time, any materiel remaining in the unassigned category is turned over to the FAALC for disposition.

5-5. FAALC SCREENING/DISPOSITION. After a review by the WIMs, unassigned project materiel is turned over to the FAALC. AFZ-500 requests another PMMS report, sorted in Aeronautical Center item manager sequence for screening by applicable FAALC product divisions to see if any items are needed for FAALC operations stock. FAALC has 45 days (for materiel with a unit of issue of "each") and 90 days (for materiel with a unit of issue of "system") to complete their review. Any items not picked up to operations stock are turned over to the FAALC Reutilization and Marketing Branch for disposal. At the end of this process, FAALC is to provide AFZ-500 with a summary report on the number and dollars of items moved to operations stock and to excess.

5-6. DELETING UNREQUIRIED STOCK NUMBERS. If, after FAALC action, there is no further need for an item, the WIM requests the F&E item manager and the FAALC cataloging unit to delete the stock number from the F&E master item record.

5-7. CLOSING THE PSR.

a. The F&E project materiel manager and the IC project manager review the PSR to make sure all equipment has been cleared off the record. The F&E project materiel manager then enters a suspense action into PMMS indicating the project is completed (or cancelled) and requests the IPT approve the action.

b. The WIM approves or disapproves the request after coordinating with the IPT lead and other affected organizational elements to determine if any additional Washington-procured items are scheduled to be shipped to the project.

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